

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Application Number	Attention: Scheduling	Section.	Prior Attitude, Attained, Goodgie, Goodgie,						
Application Number Operations Division Post Office Box 2406 Savannah, Georgia 31402  2. Person to Contact Operations Division Post Office Box 2406 Savannah, Georgia 31402  3. Action Requested 3. Action Requested 3. Dispose of present accumulation: no further accumulation enticipated. 5. Dispose of present accumulation: no further accumulation enticipated. 6. Dispose of present accumulation: no further accumulation enticipated. 7. Dispose of present accumulation: no further accumulation enticipated. 8. Dispose of present accumulation: no further accumulation enticipated. 9. Dispose of present accumulation: no further accumulation enticipated. 9. Dispose of present accumulation: no further accumulation enticipated. 9. Dispose of present accumulation: no further accumulation enticipated. 9. Dispose of present accumulation: Dispose of present in the function of function of the function of function of the function of func	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE						
Post Office Box 2406   Savennah, Georgia 31402   Orre Received   Date Completed   May 4 1979   May 3 0 1979   May 4 1979   May 3 0 1979   May 3 0 1979   May 4 1979   May 3 0 1979   May 4 1979   May 3 0 1979   May 3	Application Date	Georgia Ports Authority							
Savennah, Georgia 31402  Person to Contact    One   On	5/1/79		79-106						
2. Person to Contact  John Donal doon  3. Action Requested  4. 28 Establish Returntion Schedule: record will continue to accumulate.  5. □ Dispose of present accumulation, no further accumulation anticipated.  5. □ Amend Application No. Check One: □ Change: □ Supercede: □ Void  6. Dears of Series  Estriets  Litest  1969 □ To Date  What is the function of the Division and the Office in which this record series is created?  The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses - Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses. Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses. Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses. Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses. Barge Terminal and Brunswick State Docks & Warehouses. Barge Terminal and Brunswick State Docks & Barge Terminal & Brunswick State Doc	Application Number	· ·	7 1-106						
John Bonaldson		Savannah, Georgia 31402							
3. Action Requested 4. 3. Estabush Retention Schedule; record will continue to accumulate. 5. □ Dispose of present accumulation; no further accumulation anticipated. 6. □ Amend Application No. 7. Dates of Series Title (fallowed by title used in office; if different)  Supercede; □ Void 7. Dates of Series Title (fallowed by title used in office; if different)  Supercede; □ Void 7. Dates of Series Title (fallowed by title used in office; if different)  The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warchouses — Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks — Berge Terminal, Bainbridge State Docks — Barge Terminal and Brunswick State Docks & Warchouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.  The Transportation Services Manager coordinates adequate and timely carrier transportation service consistent with the requirements of the customers of the Port.  7. Record Series Description This file contains the following documents (Include form numbers and titles, If any): Attach samples of the file.  Documents relating to: Two forms, one representing Garden City Terminal and one representing Ocean Terminal, giving weather conditions at different times of the day. See attached.  File is arranged: Chronological  3. Monthly Reference Rate How often are records referred to which are:  One to six months old 2/2 is Seven to twelve months old 1/2 it Thirteen to twenty-four months old 2/2 it twenty-free months and older 2/2 is Seven to twelve months old 1/2 it Thirteen to twenty-four months old 2/2 it twenty-free months and older 2/2 is Seven to twelve months old 1/2 it Thirteen to twenty-four months old 2/2 it twenty-free months and older 2/2 is Seven to twelve months	2. Person to Contact	Working Title							
a. ☐ Estabush Retention Schedule; record will continue to accumulate. b. ☐ Dispose of present accumulation, no further accumulation and closated. c. ☐ Amend Application No. ☐ Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series Enfaits: ☐ Litest 1969 ☐ To Date ☐ What is the function of the Division and the Office in which this record series is created?  The Director of Operations assists the Executive Director in the manager functions of the Georgia Ports Authority and is responsible for the operations of the Saviannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks & Warehouses. He also handles the function of leases, Including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.  The Transportation Services Manager coordinates adequate and timely carrier transportation service consistent with the requirements of the customers of the Port.  7. Record Series Description  Documents relating to: Two forms, one representing Garden City Terminal and one representing Ocean Terminal, giving weather conditions at different times of the day. See affached.  File is arranged: Chronological  3. Monthly Reference Rate How often are records referred to which are: One to six months old	John Donaldson	Transportation	Manager 964-1721, # 239						
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Letter-size drawers; Legal-size drawers; Shelves; Other (specify)	9. Annual Rate of Accumulation of Records								
	Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)						

YES	NO	10. Questionnaire	(Place an "	X" in the proper	column)				
×		a. Is this the offi	• •	e series?		~			
	×	b. Does the serie	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
	×	c. Is this a vital r		į		<del> </del>			
×					search value? Long Term Only /				
	×		wo documents scheduled sepa		t necessary to keep the entire file for a long period, cou	ld these			
	×				published? If yes, attach copy.				
		•			analyzed and/or recorded in a summarized report?				
<del>  </del>	×	If yes, attach	ODV.						
	×	h. Is there a dupl <u>                                      </u>	ication of this	series in your offi	ice, or in another office or agency?	-			
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	×			n a computer pri					
11. 1	Retent	ion Requirements	T)	ne following requi	ires the series to be kept:				
	a. Sta	te Law	<u> </u>	years.	d. Audit period	years.			
1		tute of limitation	/_	years.	e. Administrative need	years.			
. (	a, Fed	eral law	·	years.	f. Federal retention instructions	years.			
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<b>'</b>	Attacn	copy or excerpt of	laws or regulati	ons. Explain agm	inistrative need.	;			
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1	These i	nstructions apply to	all prior and f	uture accumulatio	ons of the series.				
Agend	y Hea	d/Designee /Signa	ure)	Date	Records Management Officer (Signature)	Date			
p		111			Pull IN on	111 110			
	2_	Musical Contraction of the Contr		14/6/29	Carol Manley The Ashard	14-6-19			
Recor	nmenç	dations in pera-			State Redords Committee (Signature)	Date			
		approved.	State Aud	icor/Designee	I harden	5-24-79			
(If disapproved, attach latter of explanation.)	Secretary	State/Designee	and adamson	5-24-79					
	· 		Attornev G	eneral/Designee	Mished	1-21-79			
						•			